

COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION

Minutes of Public Meeting

March 12, 2002

The meeting of the Colusa County Children and Families Commission was called to order at 3:15 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa, California. Commissioners Barbara Hankins, Nolan Gonzales and Dolores Gomez were present constituting a quorum. Commissioners Christy Scofield and Nancy Parriott were not present.

Public attending: Giovanna Stark, Lynn Randolph, JoAnna Tapia and Charlette Lauppe.

Items discussed in accordance with the publicly posted agenda were as follows:

1. Public comment and unscheduled matters (The Colusa County Children and Families Commission will not be making a determination on items brought up during this portion of the agenda)

Commissioner Hankins moved public comment to item number one on the agenda.

Charlette Lauppe completed introductions of the Commission and public attending the meeting.

Lynn Randolph presented a 2002 Communication Plan that she had prepared for the Commission and gave a brief overview of Rogers & Associates services to the State Commission and County Commissions through a regional approach. Ms. Randolph said that she will continue to work with the Commission on media updates and hopes to have a chance to meet reporters at the Colusa Sun Herald for future media releases.

Commissioner Nancy Parriott arrived at the meeting at 3:30 p.m.

JoAnna Tapia, Mini Grant Coordinator, gave report on the progress of the Mini Grant ordering process and said that the site visits have gone very well. Ms. Tapia reported that all 29 grantees have received an initial site visit which included a review of the original application and Mini Grant Agreement. She worked with each grantee to place orders for equipment and supplies as outlined in the grant application and made 27 follow-up site visits to assist with order inventory. Ms. Tapia said that grantees have been very excited about the improvements made to individual child care sites and are grateful to the Commission for making funding available. She said that Grantees expressed appreciation for the way the Commission conducted the Mini Grant process by presenting all information and presentations in English and Spanish. Ms. Tapia said that she hopes to have the Mini Grant project completed by April 1, 2002 if things continue to run smoothly.

2. School Readiness Taskforce Update

Giovanna Stark, TASC School Readiness Consultant, gave an update report to the Commission saying that the School Readiness Taskforce had met several times to pull together ideas and resources to begin writing for the California Children and Families Commission School Readiness Initiative. Ms. Stark said that the Taskforce will review a draft of the application on April 24, 2002 and a final draft will be presented to the Commission for approval after that meeting. The deadline for applications to the State Commission is May 15, 2002.

3. Approval of February 12, 2002 meeting minutes

Commissioner Gomez moved to approve minutes of the February 12, 2002 meeting with minor corrections; motion seconded by Commissioner Parriott. The motion was passed unanimously by voice vote (4/0).

4. Review outstanding invoices and approve payment of expenses

An invoice, and monthly status report was presented by Charlette Lauppe, DBA A to Z Consulting for professional services rendered to the Commission for March 2002. Invoice #00021 in the amount of \$5,040.00 for professional fees.

An invoice was presented by Charlette Lauppe, DBA A to Z Consulting in the amount of \$612.94 for reimbursed expenses for services to the Commission for March 2002.

An invoice for \$2,400.00 from Yuba Community College District for contracted office leased space for the Commission office July to December 2001.

An invoice for \$250.00 for the annual membership fee to CCAFA for the Commission for 2002.

An invoice for \$19,870.00 from Colusa County Public Health Department for H.U.G.S. second grant award payment for services from October 1, 2001 to December 31, 2001.

An invoice for \$94.38 from Johnson Printing & Design, Inc. for Job #42139 Commission thank you cards and envelopes.

An invoice for \$168.38 from Johnson Printing & Design, Inc. for Job #42154 for Grantee 2nd Quarter Newsletter.

An invoice for \$3,458.33 from Lakeshore Learning Materials for Invoice #2-363678 for Mini Grant award payment #01-02-MG35.

An invoice for \$3,190.58 from Lakeshore Learning Materials for Invoice #2-359568 for Mini Grant award payment #01-02-MG11.

An invoice for \$2,023.59 from Lakeshore Learning Materials for Invoice #2-363620 for Mini Grant award payment #01-02-MG15.

An invoice for \$1,996.46 from Lakeshore Learning Materials for Invoice #2-359594 for Mini Grant award payment #01-02-MG3.

An invoice for \$1,996.83 from Lakeshore Learning Materials for Invoice #2-359575 for Mini Grant award payment #01-02-MG33.

An invoice for \$2,000.00 from Lakeshore Learning Materials for Invoice #2-363681 for Mini Grant award payment #01-02-MG25.

An invoice for \$1,999.52 from Lakeshore Learning Materials for Invoice #2-359574 for Mini Grant award payment #01-02-MG27.

An invoice for \$4,995.87 from Lakeshore Learning Materials for Invoice #2-359554 for Mini Grant award payment #01-02-MG16.

An invoice for \$1,999.25 from Lakeshore Learning Materials for Invoice #2-363684 for Mini Grant award payment #01-02-MG26.

Commissioner Parriott moved to approve payment of invoiced expense items as presented; motion seconded by Commissioner Gomez. Motion was passed unanimously by voice vote (4/0).

An update on the Child Abuse Prevention Council Grant Refund was given. Ms. Lauppe reported to the Commission that a letter had been sent February 18, 2002 to the Executive Committee of the Child Abuse Prevention Council requesting transfer of the MRT/CAP Grant back to the Commission Fund 00800 by March 12,

2002. She said that no response has been received and that she will follow up with the Auditor's Office to see if the transfer had been completed.

An update on the Mini Grant Project was given. Ms. Lauppe reported that the ordering process was going smoothly and that a Commission customer account had been set up with Lakeshore, ABC School Supplies, Kaplan and School Specialty for grant purchases and payment. One grantee had requested to make a purchase from Anderson

Consulting and arrangements had been made for direct billing to the Commission for a pre-approved equipment purchase. Ms. Lauppe reviewed the process and the Commission reiterated that only those items approved for purchase would be allowed.

Ms. Lauppe reported that Lakeshore Learning Materials will issue product gift certificates to the Commission for 10% of the purchases placed with their company. She estimates that the gift certificates will calculate to approximately \$4000.00.

The Commission discussed possible uses of the gift certificates that would benefit child care facility improvements and school readiness projects for Colusa County.

Commissioner Parriott moved to give Charlette Lauppe permission to direct \$1,000.00 of the gift certificates to be used for enrichment rewards at the Colusa County Childcare Retreat coordinated by Children's Services scheduled for April 2002 and the balance of the gift certificates to be used for a School Readiness Project purchase as discussed; motion seconded by Commissioner Hankins. Motion passed unanimously by voice vote (4/0).

5. Grant Funding 2001/2002 Planning

The Commission discussed waiting to begin the next round of funding until after the State Budget reports, as funding for critical programs may be cut by Governor Davis.

Commissioner Gomez moved to set June 1, 2002 as the release date for a Request for Letters of Interest for the next round of grant funding, with funding to be released October 1, 2002; motion seconded by Commissioner Parriott. Motion passed unanimously by voice vote (4/0).

6. Kit for New Parents Resources

Ms. Lauppe reported that Sandy Briggs, author of Little Steps for New Parents, had called to say that the week-by-week guide and journal for baby's first year was available for \$2.00 a copy plus shipping and handling. Ms Briggs was able to offer the reduced price because she was combining several rural counties who did not have budget to make the large quantity purchase necessary to reduce the price.

The Commission said they wanted to include this resource in the Colusa County Kits and felt that Ms. Briggs had made an affordable offer.

Commissioner Parriott moved to purchase 300 Little Steps For New Parents journals to be used as an insert for the Colusa County Kit for New Parents; motion seconded by Commissioner Gomez. Motion passed unanimously by voice vote (4/0).

7. Strategic Plan Review

The Commission did not act on this item.

Ms. Lauppe reported that Brad Morrison said that he will present a draft of the revised Strategic Plan for review by the public at a joint meeting of the School Readiness Taskforce and the Advisory Council on April 24, 2002 at the Williams Career Resource Center from 4 to 6 p.m.

8. Adjournment

The meeting was adjourned at 5:15 p.m.

The next meeting will be held on Tuesday, April 9, 2002 at 3:00 p.m. at the Colusa County Library Morse Conference Room.

Minutes prepared by Charlette Lauppe, Executive Director to the Commission.

Attachment A: Invoice Packet containing 16 invoices

Attachment B: March 12, 2002 Executive Director's Report

Attachment C: 2002 Communication Plan by Lynn Randolph

Attachment D: Creating a Fast Track Local School Readiness Plan

Attachment E: Grant Funding Process Revised Start Date

Attachment F: Little Steps for New Parents Price List

Attachment G: Letter to CAPC Executive Committee